ADWR InfoShare Site (DocuShare)
http://infoshare.azwater.gov

Accounts/Login

Guest: Username/Password not required. Can view and download unrestricted content.
User: Username/Password required. Can view, download, add and edit content.
Admin*:   Username/Password required. Can view, download, add, edit and delete content.

To access a *User* account, click the **Login** link under **My Links** from the DocuShare homepage.

Organization/Navigation

All WRDC Collections, including committee/subcommittee Collections, follows a similar structure. Navigate through the structure by clicking on a Collection or an object's hyperlink.

Searching Content (Login not required)

The **Search** tool searches for objects by using its metadata and content. Type in your search criteria and click **Search**. All content containing your search criteria are returned in the **Search Results** page.

Viewing/Downloading Content (Login not required)

To view content, click on the object's hyperlink.   Certain content can only be viewed with software that is compatible with the source item's file type. Once open, the item can be saved to the user's local drive if desired.

Adding Content (Login required)

Within a specific Collection, use the **Add…** drop down list to select the type of content to be added. This will open a new page providing options to browse for and upload content.

Moving Content (Login required)

Within a specific Collection, select an object then use the **Edit Selected…** drop down list to view available options. Use the **Cut/Paste** option to move an object to another location; use the **Copy/Paste** option to create a reference (shortcut) to an object in another location.

Versioning/Editing Content (Login required)

To edit a document, click the **Check Out** icon. While the document is checked out, it is locked to prevent simultaneous editing. After edits have been saved, click the **Upload a New Version** icon to unlock the document and create a version history.

Deleting Content (Login required, admin only)

Administrative users can delete an object by clicking on the object's **More Actions** icon and selecting the **Delete** option.

 *ADWR staff only

DocuShare Objects

User—A registered DocuShare user.

Group—One or more DocuShare users, groups, or both.
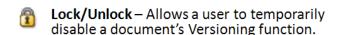
Collection—A container for storing objects.

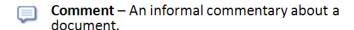**Document**—A stored document. The icon can vary, depending on the document's file type.

View in HTML – Provides an alternative viewer for certain document types.

Versioning – Allows users to check in/out a document for editing. Maintains a viewable history of changes.

Lock/Unlock – Allows a user to temporarily disable a document's Versioning function.

Comment – An informal commentary about a document.

Properties – Allows a user to view an object's properties.

Favorites – Adds an object to a DocuShare user's My Favorites list.

Notification—Email notification after a change occurs to a specified object.

More Actions – A drop down menu of more actions for the user to choose from.

URL—An Internet address for a web page.

Calendar—An online monthly or weekly calendar.

Event—A calendar entry.

Wiki—A collaborative web site.

Weblog—A simple web site for frequent postings.

Discussion—An online forum where topics can be posted.

Topic—A posting to a discussion.